

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises the first level of supervisory line positions in the department. Employees of this class are responsible for the direction and supervision of lower ranking police officers. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. This class reports to and has work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises subordinate police department employees. Inspects the appearance of subordinate personnel to ensure that this meets departmental standards for safety and propriety. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including providing assistance in technical areas of work. Handles employee complaints and grievances.

Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews incoming communications and routes work to the appropriate person or location.

Performs general patrol duties. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem, in order to respond to incoming calls or to provide support for primary units. Patrols assigned areas in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously. Frisks suspects. Protects a

crime scene by making sure subordinates establish a perimeter and limit access so that evidence is not removed or disturbed. Arrests suspects, with or without an arrest warrant, advising suspects of Miranda rights. Provides medical attention for arrested person or persons who are ill, incapacitated, or who have a suspected or reported health problem.

Assists in directing the activities of personnel engaged in traffic control and traffic accident investigation, criminal investigations, special operations, and in the booking and detention of suspects.

Promotes a positive public image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information when needed. Serves as an official department representative at any meetings assigned in order to give reports, offer advice, make recommendation, and keep informed on local activities and trends that may affect the police service. Answers, inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Personally completes any records or forms needed to document the activities of the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including passing a Civil Service Examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Officer First Class immediately preceding the closing date for application to the board.